

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DNR06221347</u>	DATE POSTED: <u>07/07/21</u>
POSITION NO: <u>210413</u>	CLOSING DATE: <u>07/20/2021 by 5pm</u>
POSITION TITLE: <u>Programs & Projects Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>Agriculture / Window Rock, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BJ63A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>19.29</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>40,277.52</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/> <u> </u>

DUTIES AND RESPONSIBILITIES:

Provide overall administration and operation of the Agriculture Conservation Corps program; develop viable work plans for program to accomplish goals and objectives for respective fiscal year; development long term work plan of goals and objectives; develop and maintain teamwork and networking to maintain and improve communications with youth, students, farmer, ranches, livestock producer, etc. to specifying attainable goals for accomplishments with goal worthy of funding; have knowledge on natural resources, climate changes, land status including, farming, ranching areas. review regulations with the assistance from NRCS, USDA, local entities for proper land, farm and range managements; interpret rules and regulations and provide amendments; attend meetings / collaborate with Federal agencies on special projects; attend staff meeting and submit quarterly report on program.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public and Business Administration or in a closely related field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Requirements:

- Possess a valid State Driver's License

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Grant writing, knowledge and familiar with Navajo Nation, Federal and State Laws, regulations, and guidelines aspects of tribal operations relative to project/program responsibilities in reference to grazing; must be computer literate, knowledge in range/soil evaluation techniques, and must have good communication skills in both Navajo and English languages; skills to supervising staff.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.